

**THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN****OKANAGAN SENATE SECRETARIAT****Enrolment Services****Senate and Curriculum Services**

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[www.senate.ubc.ca](http://www.senate.ubc.ca)**09 April 2008**

**To:** Okanagan Senate

**From:** Learning and Research Committee

**Subject:** UBC Okanagan Scheduling Guidelines (approval)

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Enclosed for your endorsement is a set of Scheduling Guidelines pertaining to the scheduling of courses that meet for three lecture hours per week at UBC Okanagan.

**Background**

One outcome of the 2005 Academic Plan had been a request from the Deputy Vice-Chancellor to Enrolment Services to review the way in which academic classes had been scheduled and to implement a model that moved towards “optimal use of infrastructure.” One key driver in the review had been a strong desire to incorporate an open time in the schedule for the benefit of the entire campus community. The resulting review of the traditional pattern, and consultations with students and faculty, was the “Class Scheduling for University Time” Report which recommended the adoption of a new scheduling pattern that offered a greater proportion of 1.5 hour class meeting times and a common open period on Wednesday afternoons. The Report had been accepted by the Deputy Vice-Chancellor Executive Committee and had been subsequently adopted for the Winter 2006 session. In the Fall of 2006, at the request of the Policies and Procedures Committee, Enrolment Services undertook a second scheduling pattern review with results indicating that while there is no perfect class scheduling model, the revised pattern showed significant improvement and demonstrated to be an overall better model than the previous one.

**Consultation Process**

In late 2007, incorporating feedback from numerous faculties and with the endorsement of Academic Council, the Learning and Research Committee recommended, to Senate for approval, a set of Scheduling Guidelines and their attendant Procedures. Approval of this item had been postponed so that further faculty consultation could be conducted incorporating specific faculty concerns. This second round of consultation has been completed, which incorporates the feedback received. The revisions are italicized and underlined in the attached guidelines. The guidelines had also been edited for clarity since the last submission to the Senate. An additional important comment was received from the Faculty of Arts and Sciences, which did not result in a

change to the guidelines; however, Enrolment Services remains committed to working with the Faculty to resolve these challenges:

"The guidelines will work for us but the challenge of scheduling classes with labs is becoming increasingly difficult. We intend to explore a fixed timetable for first-year science courses (i.e., Biology, Chemistry, Physics) in hopes that some of the conflicts that currently plague us will be eliminated."

Once again Enrolment Services would like to stress that while there is no perfect class scheduling model, the current proposal Scheduling Guidelines navigate and balance the diversity of faculty scheduling needs while taking into account those of the entire campus community.

Please note: also enclosed for reference is the supporting Scheduling Procedures; this is an administrative tool that guides the effective implementation of the Senate-approved Scheduling Guidelines.

*Motion: That Senate endorse the Scheduling Guidelines for UBC Okanagan as presented by the Learning & Research Committee.*

Respectfully submitted,  
Mr. Peter Arthur  
Chair Learning and Research Committee

## INFORMATION ONLY

### **Scheduling Procedures** (Bold text indicates revision based on faculty input)

- Timetable concerns and requests are to be made through the appropriate Dean/Unit Head or designate who will communicate with the Scheduling Office in writing (e-mail is preferred).
- Classroom assignments will be prioritized in the following order:
  - a. Standard time sequencing
  - b. Projected enrolment
  - c. Instructor requirements
- Departments retain priority use of computer labs, lecture theatres, etc. from year to year by term (Sept.–Dec, Jan.–Apr.) and as necessitated by actual enrolments. New meeting times in specialized spaces can be reserved through the Scheduling Office on a first come, first served basis where space is available.
- Departments receiving service course instruction from other areas should not assume meeting days and times without prior confirmation from the department providing instruction. If either department requires changes in meeting times they must be agreed upon before submitting revised Draft schedules to the Scheduling Office. The Scheduling Office does not mediate discussion re sharing of dedicated space or disputes regarding service course offerings.
- While some disciplines (especially Science courses) are somewhat restricted as to placement of lectures, most others can schedule over the full range of the meeting pattern. **Every effort should be made to utilize all meeting times within the block pattern equally and in accordance with the Scheduling Guidelines.**
- Please adhere to the scheduling timelines published with each cycle in order to meet publication and registration dates.

## UBC Okanagan Scheduling Guidelines

The following guidelines normally apply to course lecture sections offered between 8:00 am and 5:00 pm, Monday through Friday. They apply to non-restricted rooms, which are defined as rooms scheduled by Enrolment Services and available for use by all departments.

### Standard Time

1. All courses that meet for three lecture hours per week conform to the standard scheduling pattern.<sup>1</sup>
2. Three-hour long classes are scheduled to start either in the first block or last block of any day.
3. When scheduling three-hour classes, effort is made to schedule other three-hour sections into the other occurrences of that three-hour block.
4. Any section that requires a room with a capacity greater than 60 conforms to the standard scheduling pattern.

### Non-conforming Sections

5. Sections that do not meet every week may be booked as academic “events” as determined by Enrolment Services.
6. The deadline for receipt of requests for non-conforming section scheduling for the Winter Session is May 1. These bookings will be made before any non-academic “event” requests. Requests received after May 1 will not receive scheduling priority.

### Section Distribution

7. Departments/units make reasonable effort to equally distribute their courses throughout the week as follows:
  - a. no more than 15% of lecture sections scheduled between 8:00 am and 9:30 am (*this time block is 17% of schedulable time*);
  - b. no fewer than 25% of lecture sections scheduled between 2:00 pm and 5:00 pm (*this time block is 31% of schedulable time*).

If this distribution is not achieved, proposed timetables may be returned and left unscheduled. In this event, scheduling priority may be forfeited.

8. For lecture sessions held between 9:30 am and 2:00 pm, faculties normally schedule 40% in one-hour blocks and 60% in 90-minute blocks. The Dean and/or Provost are consulted on any variances of this distribution.

### Section Moves

9. Sections scheduled for Winter Session, Term 1, and having no registrations by August 1, may be subject to room reassignment.

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<sup>1</sup> Exceptions must have prior approval from the Dean and Enrolment Services and cannot be scheduled between 11:00 a.m. and 3:30 p.m. Exceptions do not carry forward to future years. Nursing and Social Work have approval in several cases to schedule non-conforming sections after 12:30 p.m.

## UBC Okanagan Scheduling Guidelines

10. Sections may be moved under any of the following circumstances:

- a. Over enrolment: if the classroom becomes too small, Enrolment Services will be made to move the section, if possible.
- b. Under enrolment: sections utilizing less than 60% of the room capacity may be moved to a smaller room, if available.
- c. Access and diversity needs: if a person involved with a particular section has a potential access or diversity need, departments/units are advised to contact the Disability Resource Centre to discuss the range of recommended accommodations. Enrolment Services will make reasonable effort to satisfy recommended accommodations.
- d. Audiovisual or other equipment needs: if a section has specialized equipment needs that cannot be met in the scheduled room, the head of each academic unit will forward those details to the scheduling office. Enrolment Services will make reasonable effort to satisfy the need for specialized equipment.

11. Section moves are not considered on the basis of proximity to department, faculty or instructor offices.

12. Classes are amalgamated into larger sections in consultation with Enrolment Services.

### **Break Between Classes**

13. The last ten minutes in each defined scheduling period is used as a break between two sections and to facilitate the movement of students between classes. This time is not considered to form part of either section; rather, it is shared by instructors of sections that are held consecutively within the same classroom. If conflicts arise, instructors contact their department /unit or faculty to assist with resolution.